

## **OFFICE CLERK III BILINGUAL**

Code No: 910039  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the independent performance of varied clerical duties requiring a moderate degree of decision making. The use of a personal computer for word processing and database entry is an integral part of this position. Duties may involve contact with the general and Spanish-speaking public. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is typically submitted in its final form and is subject to general review by superiors. The employee reports directly to and works under the general supervision of a higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and formats in English and Spanish, legal documents, certifications, authorizations, forms and other related paperwork;

Enters and extracts data and information from a database;

Posts and maintains moderately difficult records requiring general knowledge of department or agency functions;

Processes applications, prepares permits and licenses, collects fees, issues receipts, and accounts for monies received;

Processes paperwork relating to areas such as payroll, workers' compensation forms, and accident/incident reports;

Types materials from copy, rough draft, or other instruction;

Prepares and types correspondence on matters where policy and procedures are well defined;

Checks lists, documents, applications for completeness and accuracy;

Compiles data, prepares, types, and checks for completeness and accuracy a variety of elementary financial and statistical records and reports;

Performs searches for information in documents, records and files;

Obtains and gives out information in Spanish and English by telephone, correspondence, electronic communication, and in person;

Operates standard office machines such as computer, copier and fax machine;

Guides other clerks in the performance of routine phases of their work;

Maintains filing system.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of business arithmetic; good knowledge of English grammar and punctuation and Spanish translations; good knowledge of the techniques involved in record keeping; ability to utilize a personal computer for word processing, database entry, spreadsheets and other related computer software; ability to speak and write Spanish; ability to maintain a filing system; ability to work with forms; ability to prepare and type written communications, arithmetic

and standardized reports; ability to operate standard office machines; ability to acquire familiarity with departmental organization, laws, policies and regulations; ability to understand and carry out relatively complex oral and written instructions; ability to communicate orally and in writing, in the English and Spanish languages; ability to deal with the public; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time or volunteer\* equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of sixty (60) college semester credit hours; OR,
- 
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\* Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

**NOTE:** Experience as a Teller, Cashier or Sales Clerk shall not be considered appropriate experience.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**REVISED:** April 28, 1977

**REVISED:** February 28, 1985

**REVISED:** September 4, 1997

**REVISED:** January 3, 2008

**REVISED AND TITLE CHANGED:** May 8, 2008

**FORMERLY:** CLERK III WITH TYPING BILINGUAL

**REVISED:** August 9, 2018